

**LMC meeting notes**  
March 16, 2009, 9:30-11:00 AM

Present: Neil Besner, David Burley, Lisa McGifford (chair), Laurel Repski, Laura Sokal  
Regrets: Kristine Hansen

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1. The agenda was approved.
2. Minutes of March 2, 2009 meeting  
**MOTION: that the minutes be approved (Neil/Lisa). Carried.**
3. Ongoing Business - Reports/Updates
  - (a) Research Office MOU/Policy Document  
Neil and Sandra Kirby have met to discuss the document, which will be revised and sent to Lisa and Neil.  
**ACTION: Neil will remind Sandra to revise and send the document. (Neil).**
  - (b) Conversion of Term Appointments  
Neil is awaiting a response from Kristine to the information sent regarding conversion of term appointments.
  - (c) Equity Sub-committee progress report  
The Sub-Committee has been unable to meet.  
**ACTION: a Sub-Committee meeting is to be re-scheduled for this week (Laurel).**
  - (d) Report re: Teaching Evaluations  
The Sub-Committee has had a good response to the survey.
  - (e) Member to Member disputes  
The University would like to engage in a review of ways in which other universities handle these matters to see if best practices might inform the UW's approach.  
**ACTION: Laurel will put together a formal counter to UWFA's proposal.**
  - (f) Respectful Workplace policy report  
An Academic Consultation Committee is close to being constituted. Members to date: Neil Besner, David Fitzpatrick, Fiona Green, Randy Kobes, Devin Latimer, Laurel Repski, Catherine Taylor.  
**ACTION: Neil is awaiting a reply from a faculty member invited to join the Committee, and will attempt to add another member from the Collegiate and from the Library, then will call a meeting of the group. (Neil)**
  - (g) Membership Lists  
Membership lists are with Lisa and Laurel is awaiting a response. It appears that Collegiate is missing from the list.  
**ACTION: UWFA will examine the lists and let Laurel know if more information is needed.**

- (h) LMC Terms of Reference  
Lisa's latest draft of the Terms of Reference was reviewed. Further amendments were suggested.  
**ACTION: Lisa will amend the Terms of Reference and the Committee will vote on them at the next meeting.**
  - (i) Flexible retirement  
Laurel is waiting for information on legislative changes.
  - (j) Information Session for Administrators/FTPC/UTPC on new collective agreement  
Sessions may be scheduled following the signing of the new agreement. The FTPC has already met and made decisions.  
**ACTION: Lisa will write to the UTPC to alert them to changes to relevant sections of the agreement.**
  - (k) Letters to faculty on grades  
A general letter was sent to faculty from Elizabeth Dawes providing instructions around timely submission of grades. In addition, letters were sent to individual faculty members giving a history of late submission of grades.  
**ACTION: Laurel will follow with Elizabeth Dawes, requesting that individual letters be withdrawn and replaced with letters that speak only to the current year's experience.**
  - (l) Printing issues  
It seems that, in cases of breakdown of the new printing system, all users of multifunction printers are able to see titles of queued print documents.  
**ACTION: Laurel will raise this issue with Richard Nakoneczny and Mike Thul.**
  - (m) UWFA Elections  
Elections are expected to be held in April, with a grievance officer appointed in April or May.
4. New Business
- (a) Bargaining certificate – IUS Librarian  
Changes which will have an impact on the issue are pending.
  - (b) Emergency Management Framework  
Laurel has provided a copy, and has met with the Health & Safety Committee. Page 7 of the Framework speaks to the impact on academic staff. Attention has been paid to needs of different departments in emergencies. It is expected that training will be developed next month.  
**ACTION: LMC members should review the document and report back to Laurel.**  
**ACTION: This item should be put on the agenda for the meeting approximately 4 weeks hence.**

- (c) LOUs – i. changing the timelines in Article 24  
This may already be completed.  
***ACTION: Lisa will check.***  
  
LOUs – ii. Clearer LOU on conversion from Instructor III to Associate Professor  
***ACTION: Lisa will raise this at the next meeting.***
- (d) Course Load – i. For Members on reduced Appointments and Partial Leaves  
***ACTION: Lisa will bring ideas of how to address this issue at the next meeting.***  
  
Course Load – ii. For CRC Chairs  
It may be the case that CRC Chairs will not see a further reduction of their teaching loads under the new collective agreement.
- (e) Conflict of Interest Policy  
A new Conflict of Interest policy may be useful as a university-wide policy with attention to particularities of various University groups. This is not an issue for the LMC.  
***ACTION: Laurel and Neil will forward this issue to the group that deals with policy.***
- (f) Course cancellation when Members are on Term Appointments  
Letters of appointment for sessional teachers do not make expectations clear regarding the number of courses to be taught. It is not appropriate, in the case of course cancellation, for the teacher to be expected to teach beyond the time frame outlined in their letter of appointment.  
***ACTION: Neil will discuss this issue with the Deans.***
- (g) Course release for Coordinators.  
***ACTION: This item will be discussed at the next meeting.***